INDIANA BEST MANAGEMENT PRACTICES COST SHARE APPLICATION

Department of Natural Resources / Division of Forestry

State Form 50308 (7-01)

Step 1–Logger's Cost Share Request: Logger, please complete step #1 and return application and a W-9 (tax payer identification form) to the Grant Administrator, who will determine project eligibility and complete step #2.

_____ _____ _____

(Logging Company-please print or type) (Company's phone Number) Social Security or Federal ID Number

_____

(Company's Mailing Address)

Harvesting Area Location: County _____, Section _____, Township _____, Range _____

Watershed Harvesting area is in: _____ , Date when logging will begin: _____

Directions from a known landmark:_____

Company Agent's Signature: _____ , Date of signature:_____

Step 2-Determination: The Grant Administrator will complete step #2 and send to central office for funding.

I certify that _____ acres are being harvested and that BMP's are needed on this site. Approximately $_____will be needed to carry out the BMP's on this site.
BMP's needed on this site include: _____

Inspector's signature:_____

FOR CENTRAL OFFICE USE: Division of Forestry Approval:_____ Date: _____

Project #:_____ Funding code: _____
(If approved, the Company will be notified that the funding has been approved and to proceed with the project and provided with instructions on how to submit a claim for reimbursement of approved expenses)

STOP!! COMPLETE STEPS 3 AND 4 *AFTER* THE PROJECT HAS BEEN COMPLETED

Step 3- Company Certifies Project Completion: The Company Agent, please complete step 3 after the harvesting and BMP's have been completed, send this form with your signed claim voucher, original bills and expense documentation tot he Grant Administrator.
To the best of my knowledge, the project described above has been completed and the expenses documented were spent on this project.

Company Agent's Signature: _____ Date:_____

Step 4-Inspector Approves Project Completion: The inspector certifies that the project is complete and that all agreed upon BMP's have been carried out. Send 1) this form, 2)expense report, 3)claim voucher with original signature to Central Office for final processing. The state will send a cost share check directly to the company.

By my signature below, I certify that I have inspected this BMP project and it has been satisfactorily completed. I further certify that according to the original bills and documentation submitted to me, $ _____ of BMP cost share funds have been earned by the Company.

Inspector's signature:_____ Date: _____

Cancellation: The Company or Inspector may cancel the project. This project will not be completed for the following reason(s):

_____

Signature of Company Agent: _____ Date: _____

Signature of Inspector: _____ Date: _____

BMP Cost Share Program Application Instructions

Eligibility

Any logging operation within the counties listed below in the State of Indiana. Each harvest crew can receive cost share on a total of 5 harvest operations a calendar year. Only one of those 5 logging operations can be on state properties. The available cost share on each harvest operation is 75% of the actual cost of implementing the BMP's on the operation, not to exceed $650.00.

Eligible Counties

Adams, Allen, Boone, Brown, Clay, Clinton, Crawford, Daviess, Dekalb, Delaware, Dubois, Elkhart, Gibson, Greene, Hamilton, Hancock, Hendricks, Henry, Johnson, Knox, Kosciusko, Lake, Laporte, Madison, Marion, Martin, Monroe, Morgan, Noble, Orange, Owen, Parke, Pike, Porter, Putnam, Randolph, St. Joseph, Spencer, Steuben, Sullivan, Tipton, Vigo, Warrick, and Wells.

The Application Process

Step 1 – Eligible logging companies may apply for cost sharing assistance by completing step 1 of the cost share application – which is in the LTB Bulletin, or available from a District Forester. As soon as the logging company completes step 1, the application should be sent directly to the Grant Administrator.

Step 2 – The Grant Administrator completes step 2 of the application form by inspecting the harvest site with the logger in order to determine eligibility and what BMP's need to be implemented on the site, and to construct a plan on paper. If approved, the logger will be notified, and then can proceed with the harvesting and closure of the site, consulting with the inspecting forester as necessary.
**Keeping track of eligible expenses: The following expenses are eligible for cost share reimbursement. You must submit expense documentation for all expenses claimed. 1)Man hours (planning, layout, and construction); 2)Equipment hours; 3)Supplies (mulch, seed, stone, culverts, etc.); 4)Equipment rental (timber bridge).

Step 3 – When the harvesting and closure of the site is complete, the logging company contacts the Grant Administrator who either comes or sends an inspector to inspect the site. The logging company then completes Step 3 and signs and dates the Claim Voucher form and either sends them to the Grant Administrator or hands it to the site inspector.

Step 4 – The inspecting forester will certify that the project was completed with the project meeting all the requirements of the agreement. Then the inspecting forester will send or give the form to the Grant Administrator who will complete the process.

The Grant Administrator, Duane McCoy, can be reached in the following ways:

Telephone: (765) 342-4122
Fax: (765) 342-4505
E-mail: dmccoy@dnr.state.in.us

Address: 6220 Forest Road
Martinsville, IN 46151

At the end of the process the company will be sent a check for the cost share amount due to that company.